

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



**FY 2022 BJA Missing and Unidentified Human Remains Program**

**Assistance Listing Number #** 16.050  
**Grants.gov Opportunity Number:** O-BJA-2022-171404  
**Solicitation Release Date:** July 15, 2022 3:00 PM  
**Grants.gov Deadline:** August 26, 2022 8:59 PM  
**Application JustGrants Deadline:** August 29, 2022 8:59 PM

**Overview**

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to enable eligible entities to improve the reporting, transportation, processing, and identification of missing persons and unidentified human remains, including migrants. This program furthers the DOJ's mission by increasing public safety by providing resources to locate and identify missing persons and unidentified human remains in the United States.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00156-PROD	Statewide Agencies	2	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00157-PROD	Counties and/or Units of Local Government	6	\$500,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00158-PROD	Services to Assist Small, Rural, and/or Tribal Entities	1	\$1,000,000.00	10/1/22 12:00 AM	36

**Eligible Applicants:**

Other

**Other**

- States
- Units of local government
- Accredited, publicly funded, Combined DNA Index System (commonly known as “CODIS”) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories
- Publicly funded university forensic anthropology laboratories
- Nonprofit organizations that have working collaborative agreements with state and county forensic offices — including medical examiners, coroners, and justices of the peace — for entry of data into CODIS or NamUs or both

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**NOTE:** All entities and relevant subrecipients must submit a certification statement as part of the application that states: “Any suspected biological family DNA reference samples received from citizens of the United States or foreign nationals and uploaded into the Combined DNA Index System (commonly referred to as CODIS) by an accredited, publicly funded CODIS forensic laboratory awarded a grant under this section may be used only for identifying missing persons and unidentified remains. Any biological family DNA reference samples from citizens of the United States or foreign nationals entered into CODIS for purposes of identifying missing persons and unidentified remains may not be disclosed to a federal or state law enforcement agency for law enforcement purposes.”

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov

Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### **Submission Information**

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. OJP/BJA seeks applicants for funding to enable eligible entities to improve the reporting, transportation, processing, and identification of missing persons and unidentified human remains, including migrants. This program furthers the Department's mission of increasing public safety by providing resources to locate and identify missing persons and unidentified human remains in the United States.

Note: Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from multiple purpose areas, a separate proposal must be submitted for each purpose area to which they are applying.

### Statutory Authority

Pub. L. No. 106-177, Title II (codified at 34 U.S.C. 40501–40503)

### Specific Information

Administered by OJP's Bureau of Justice Assistance, the Missing and Unidentified Human Remains (MUHR) Program provides funding to eligible applicants for services focused on reporting and identifying missing persons and unidentified human remains cases in the United States. The MUHR Program augments the existing services available through OJP's National Institute of Justice's [National Missing and Unidentified Persons System \(NamUs\)](#) Program, which is a national centralized repository and resource center for locating and identifying missing persons, unidentified human remains, and repatriating unclaimed persons.

### Definitions

For purposes of this solicitation, the following are defined:

- **Combined DNA Index System (CODIS):** the Federal Bureau of Investigation's (FBI) program of support for criminal justice DNA databases, as well as the software used to run these databases.
- **Family Reference Sample:** a DNA sample obtained from a potential relative to help identify missing persons or unidentified human remains. Relatives of a missing person may voluntarily provide their DNA sample.
- **Fingerprint:** an impression left by the friction ridges of a human finger that can be used for the purpose of identification.
- **Forensic Anthropology:** the examination of human skeletal remains, including skeletal recovery, development of biological profile, confirming identifications through skeletal and radiological means, trauma documentation, and time-since-death estimation.
- **Forensic Genetic Genealogy (FGG):** the combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to identify remains by tying the DNA to a family member.
- **Forensic Odontology:** a branch of dentistry that can help in identifying the remains of a deceased individual.
- **The National DNA Index System (NDIS):** NDIS is one part of CODIS — the national level — containing the DNA profiles contributed by participating federal, state, and local forensic laboratories. All 50 states, the District of Columbia, the federal government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.

**National Missing and Unidentified Persons System (NamUs) Program:** a national centralized

repository and resource center for locating missing persons, identifying unidentified human remains, and repatriating unclaimed persons.

- **National Crime Information Center (NCIC):** a computerized index of criminal justice information (i.e., criminal record history information, fugitives, stolen properties, missing persons). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. Data contained in NCIC is provided by the FBI; federal, state, local, and foreign criminal justice agencies; and authorized courts.
- **Violent Criminal Apprehension Program (ViCAP):** maintains the largest investigative repository of major violent crime cases in the U.S. It is designated to collect and analyze information about homicides, sexual assaults, missing persons, and other violent crimes involving unidentified human remains.

#### **Goals, Objectives, Deliverables, and Timeline**

##### **Goals**

The goals of the MUHR Program are to establish and expand programs to improve the reporting, transportation, processing, and identification of missing persons and unidentified remains, including migrants. The “Goals, Objectives, and Deliverables” are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the “Application and Submission Information” section.

##### **Objectives**

##### **For All Purpose Areas**

Each applicant must stay within scope of the purpose area for which they are applying (i.e., Statewide Agencies; Counties and/or Units of Local Government; or Services for Small, Rural, and/or Tribal Entities).

##### **Purpose Area 1: Statewide Agencies**

Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program. Awardees under this purpose area shall:

- **Inventory:** Applicants shall inventory all missing persons and unidentified human remains cases in their jurisdictions, or those entities that are servicing jurisdictions that have yet to be processed. All qualified cases inventoried must be entered into NamUs, NCIC, and, where applicable, ViCAP by the end of the grant period.

**NOTE:** The inventory must be completed within the first 6 months of the award. Please see the “Inventory (Inventory Period and Special Withholding Condition)” section for more information.

- **Reporting:** Reporting shall occur to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include systems such as NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within their jurisdiction.
- **Identification:** Applicants shall determine which of the inventoried cases need to undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender), and a plan for identification that will enable the entity to select the proper method for each specific case. Applicants must establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.
- **Repatriation of Human Remains:** Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law.

## **Purpose Area 2: Counties and/or Units of Local Government**

Applicants must propose to implement a detailed approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program. Awardees under this purpose area shall:

- **Inventory:** Applicants shall inventory all missing persons and unidentified human remains cases in their own jurisdictions, or those entities that are servicing jurisdictions that have yet to be processed. All qualified cases inventoried must be entered into NamUs, NCIC, and, where applicable, VICAP by the end of the grant period.

**NOTE:** The inventory must be completed within the first 6 months of the award. Please see the “Inventory (Inventory Period and Special Withholding Condition)” section for more information.

- **Reporting:** Reporting shall occur to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Agencies shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within their jurisdiction.
- **Identification:** Applicants shall determine cases within their jurisdiction which will undergo identification efforts. Agencies must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender). Applicants are encouraged to establish a multidisciplinary team comprised of forensic experts, investigators, victim advocates, etc., to establish the best method of identification for each case.
- **Repatriation of Human Remains:** Agencies shall develop and implement a plan to return human remains to appropriate relatives, as determined by law.

## **Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities**

- The objective of Purpose Area 3 is to serve small, rural, and/or tribal entities by funding transportation, testing, and identification for missing persons and unidentified human remains, including migrants. Due to limited resources and the potentially limited volume of unidentified human remains cases, small, rural, and/or tribal entities (jurisdictions) may not have the staffing and general capabilities to fully implement a large-scale project under this program. As such, the intent of this purpose area is to ensure that cases in the above jurisdictions receive the critical resources to assist with resolution.
- Entities that may apply and potentially be awarded under Purpose Area 3 include those listed under the “Eligible Applicants” section. These entities must meet the objectives and other requirements for Purpose Area 3.
- Applicants must propose to implement a comprehensive approach to missing persons and unidentified human remains cases (including migrants) that directly achieves the goals of the MUHR Program as it pertains specifically to assisting small, rural, and/or tribal agencies.

Awardees under this purpose area shall:

- **Reporting:** The applicant must propose a plan with regards to how they will work with each submitting agency to better understand the circumstances and scope of missing persons and unidentified human remains, including migrants, in the United States. Methods for reporting shall include NCIC and NamUs, as well as notifying the relatives of missing persons/unidentified remains, as applicable. Applicants shall determine which additional reporting systems may enhance resolution of missing persons and unidentified remains cases within the United States, particularly within the jurisdictions of small, rural, and/or tribal entities.

**NOTE:** The submitting agencies will ultimately be responsible for reporting, but the applicant must detail



how they will ensure this critical step takes place for each case.

- **Identification:** Applicants shall accept cases from small, rural, and/or tribal entities for identification efforts. Applicants must develop a comprehensive plan for case prioritization to select cases that may be associated with a threat to public safety (e.g., victim of a violent offender) and a plan for identification that will enable the entity to select the proper method for each specific case.
- **Repatriation of Human Remains:** Applicants shall develop and implement a plan to assist submitting agencies with the return of human remains to appropriate relatives, as determined by law.

### **Permissible Use of Funds**

Supplanting is not permitted. Below are examples of permissible uses of funds that the applicant may utilize upon receipt of the grant award. However, other uses of funds may be allowable on an approved case-by-case basis.

- **Exhumation of Human Remains** as authorized by law.
- **Salary (full-time, part-time, overtime) and Benefits for Personnel:** Funds may be used for hiring and maintaining staff directly engaged in performing reporting (e.g., entry to NCIC, NamUs, and, where applicable, ViCAP), inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of missing persons and/or unidentified human remains. Funds may also be used for anthropologists, odontologists, medical examiners, coroners, and fingerprint examiners for those activities directly related to establishing whether unidentified human remains are amenable to subsequent identification or entry into NamUs.
- **Supplies:** Funds may be used for supplies related to performing inventory, investigation, and identification (e.g., forensic analysis, to include family reference samples) of missing persons and/or unidentified human remains, and for other supplies directly related to the performance of the proposal's objectives. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort.
- **Computer Equipment:** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for the reporting, inventory, investigation, and identification of missing persons and/or unidentified human remains.
- **Laboratory Supplies:** Funds may be used to acquire laboratory supplies for forensic analysis of unidentified remains. The proposal must clearly demonstrate that the types and quantity of supplies requested are appropriate for the proposed level of effort. Award recipients whose proposals involve the purchase or use of chemicals may encounter delays in the release of award funds pending satisfactory completion of the National Environmental Protection Act (NEPA) review process.
- **Transportation of Unidentified Remains/Family Reference Samples:** Funds may be used for reasonable travel expenses related to transporting unidentified human remains (including those of migrants) (1) to and from the laboratory (or the entity) conducting the processing or analysis of such case and (2) in order to repatriate the human remains.
- **Processing and Identification:** Funds may be used for the processing and identification of unidentified human remains such as DNA testing (to include family reference samples), digital forensics, odontology, anthropology, fingerprint analysis, and other forensic methodologies.

For the collection and processing of family reference samples for upload to CODIS (to match and identify missing and unidentified person(s)), the applicant must submit a letter of commitment with a relevant law enforcement agency and medical examiner/coroner. Following [FBI guidance and requirements](#), the relative of a missing person must voluntarily submit their DNA sample per a consent form. Law enforcement must oversee and confirm that the relative is who they say they are via a form of identification. The reference sample can only be used for identification purposes. Once and if a match is made, the law enforcement agency overseeing the case must be notified, as well as the supporting medical examiner/coroner. All cases must be submitted to NCIC and NamUs and, where applicable, ViCAP, by the end of the grant

period.

- Forensic Genetic Genealogy DNA Analysis: DNA profiles that have not resulted in a match via CODIS may use FGG as an expanded method to identify and match to the unidentified person(s). Program activity involving forensic genetic genealogical DNA analysis and searching (FGGS) is subject to the DOJ [Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching](#) or the final policy, when issued. See the “Performance Measures” section for additional required grantee reporting on FGGS activities. Further information on FGG can be found under the “Mandatory Requirements” section.
  - Procurement of contracts to support forensic testing from accredited laboratories.
    - i. Outsourcing samples to qualified accredited public or private laboratories.
    - ii. Support for CODIS lab uploads for missing persons/unidentified human remains/family reference samples. Applicants must include the name(s) of the entities that will review and enter data into CODIS. Appropriate written letters of support between entities must be in place and be included with the application.
- **Procure State-of-the-Art Multimodal, Multipurpose Forensic DNA Typing and Analytical Equipment:**
  - Funds may be used for upgrading, replacing, and purchasing equipment, instrumentation, and computer hardware or software for analyses of unidentified human remains and/or reference samples from state or local government missing persons investigations.
  - All equipment must be dedicated solely to this purpose or costs must be prorated accordingly.

**NOTE:** Equipment for enhancing the laboratory’s overall capacity, that is not specific solely for this project, is not allowable.

### **Deliverables**

The application should include a description of how the below activities will achieve the above goals and objectives, based on each purpose area.

### **All Purpose Areas:**

- Report to NCIC and, when possible, to law enforcement authorities throughout the applicant’s jurisdiction regarding every deceased unidentified person, regardless of age, found in the applicant’s jurisdiction.
- Enter a complete profile of such unidentified persons in compliance with the guidelines established by the DOJ for the NCIC Missing and Unidentified Persons File, including dental records, DNA records, X-rays, and fingerprints, if available.
- Enter the unique case identification number (e.g., medical examiner/coroner case number, NCIC number) on the death certificate for each unidentified person.
- Retain all records pertaining to unidentified persons until a person is identified.
- Collect and report information to NamUs regarding missing persons and unidentified remains.
- Assist stakeholders within the missing persons and/or unidentified human remains communities by collecting, entering, locating, and documenting pertinent case information, and when/if necessary, upgrading existing data in the NamUs system in support of the efforts of states and units of local government to identify missing persons and unidentified remains.
- Record the number of unidentified person cases processed.
- Record the number of CODIS associations and identifications.
- Record the number of anthropology cases processed.

- Record the number of odontology cases processed.
- Record the number of suspected border-crossing cases processed, and identifications made.
- Report to ViCAP all applicable missing persons and unidentified human remains cases throughout the applicant's jurisdiction.
- Report on any cases worked under this program that proceeded to prosecution.
- Track and analyze quantitative metrics to demonstrate the national impact of the awardee's project by providing summaries of the collected analytics and success stories.

**Purpose Areas 1 and 2 Only:**

- Inventory and report to BJA:
  - Number of unidentified human remains/missing persons cases
  - Year the unidentified human remains were recovered/missing person(s) reported missing
  - Number of suspected border-crossing cases
  - Number of unresolved unidentified human remains/unclaimed persons/missing persons cases in the applicant's jurisdiction

**Purpose Area 3 Only:**

- Establish successful outreach campaigns to promote the services your agency offers to small, rural, and/or tribal jurisdictions for missing persons and unidentified human remains cases.
- Routinely report the turnaround time and backlog for identification services agencies utilize.

**Program Requirements**

• **Inventory (Inventory Period and Special Withholding Condition for Purpose Areas 1 and 2):**

Each award recipient under Purpose Area 1 or Purpose Area 2 will have an initial period to complete its inventory. Award recipients will have access to up to 25 percent of grant funds during the initial planning phase.

If an inventory has already been completed by the applicant jurisdiction, the applicant must provide information regarding the results of the inventory in the proposal narrative. A certification of this inventory will be required prior to the release of additional funds. This certification requirement may be met through the inclusion of a certification letter signed by the applicant's chief executive officer. The certification letter should detail the results of the inventory and be included as an attachment with the application. BJA reserves the right to impose special conditions requiring revisions to the inventory and plan before approval and release of funds.

**NOTE:** Additional funds may be released under special circumstances for this phase but will require further documentation and BJA review and approval. It is expected that the inventory will be completed within the first 6 months after BJA approves the budget.

The recipient may not obligate, expend, or draw down funds until the award condition modification is approved in JustGrants. Certification of inventory completion must be approved by BJA for award recipients to obligate, expend, and draw down funds. An award condition modification will be processed in the JustGrants System to formally release the remainder of grant funds. Award recipients will have an opportunity to provide additional feedback, clarification, and data regarding their inventory and plans, if requested by BJA. However, applicants should be aware that if, after a reasonable exchange of feedback, an inventory is not completed, award recipients may not receive access to their remaining grant funds or an extension of their grant award.

The inventory must capture the following information (where possible):

- Number of unidentified human remains cases
- Year the unidentified human remains were recovered
- Number of unresolved missing persons cases
- Number of suspected border-crossing cases

◦ **DNA Analyses:**

All DNA analyses conducted as a result of this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years (with the exception of forensic genealogy testing). These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the director of the FBI.

Grantees must use laboratories that can test unidentified human remains and missing persons evidence in an expeditious manner so as to meet the goals of the MUHR Program within the grant period. All eligible DNA profiles obtained with funding under this program must be entered into CODIS and, where applicable, uploaded to NDIS. No profiles generated during the testing portion of this program may be entered into any nongovernmental DNA database (with the exception of forensic genealogy testing) without written approval from BJA.

Award recipients utilizing MUHR Program funds for FGG testing must adhere to the United States Department of Justice's Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching available at <https://www.justice.gov/olp/page/file/1204386/download>. In accordance with Section IX, MUHR Program award recipients must collect and report the following metrics to BJA:

- Type of crime investigated.
- Forensic genetic genealogical DNA analysis (FGG)/forensic genetic genealogical DNA analysis and searching (FGGS) conducted on a forensic sample or a reference sample.
- Type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.).
- Whether FGG analysis resulted in a searchable profile.
- Identity of the vendor laboratory used to conduct FGG and the genetic genealogy service(s) used to search the FGG profile.
- Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS.
- Total amount of federal funding used to conduct FGG/FGGS in each case.

Note that requirements may slightly change in accordance with future iterations of the FGGS policy.

All DNA analyses conducted, and profiles generated, during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).

• **ViCAP:**

Award recipients must also (1) enter all "criteria cases" into ViCAP (before the end of the grant period) to increase the chances of identifying missing person(s), and (2) conduct searches and analysis within ViCAP to produce leads on cases. Efforts should be expended to utilize the ViCAP database after cases are entered.

Award recipients should budget for 60 minutes per ViCAP entry plus additional time for personnel to conduct searches for matches, follow up on leads, etc. Funding for this activity can come from MUHR Program grants but must not exceed 10 percent or more of the total budget. Applicants with high volumes of cases that estimate requiring more than 10 percent of their award amount to meet this requirement may

be permitted by BJA to prioritize the entry of cases into ViCAP based on the nature of the perpetrator, subject to BJA's approval. Further details about ViCAP entry are:

- Cases submitted into the ViCAP database must meet the ViCAP criteria requirements related to this program, and include:
  - Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
  - Human remains where the manner of death is known or suspected to be homicide.
- All questions are to be appropriately answered and, when available, additional detail provided.
- Information must be comprehensive. The narrative section should be detailed but succinct.
- Narrative information can be copied and pasted directly from an agency's incident report. Recipients should enter all solved and unsolved ViCAP criteria cases. A solved case could very well link to another agency's unsolved case.

FBI ViCAP staff are available to assist sites (grant recipients) in gaining entry into the system, provide training on optimal use of the database, and conduct crime analyses on specific perpetrators/cases upon request. For more information about ViCAP, please refer to:  
<https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the, "Application and Submission Information" section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

##### **1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government***

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions. when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the Budget

Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

**Federal Award Information**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00156-PROD	Statewide Agencies	2	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00157-PROD	Counties and/or Units of Local Government	6	\$500,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00158-PROD	Services to Assist Small, Rural, and/or Tribal Entities	1	\$1,000,000.00	10/1/22 12:00 AM	36

**Awards, Amounts and Durations**

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
36

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$4,476,252.00

**Additional Information**

- Total number of awards BJA expects to make: Up to 9 awards;
  - Purpose Area 1: Statewide Agencies = 2 awards;
  - Purpose Area 2: Counties and/or Units of Local Government = Up to 6 awards;
  - Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities = 1 award.
  
- Maximum dollar amount for each award:
  - Purpose Area 1: Statewide Agencies = \$500,000–\$1,000,000;
  - Purpose Area 2: Counties and/or Units of Local Government = \$100,000–\$500,000;
  - Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities = \$1,000,000.

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Types of Awards**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.



For information on cost sharing or match requirements, see the “Federal Award Information” section.

### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

#### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

#### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, products and deliverables, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person, for a public audience, and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be single-spaced, using a standard 12-point Times New Roman font with 1-inch margins..

#### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

If the applicant is seeking priority consideration, the applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the



funding and the amount of funds proposed.

**NOTE:** The applicant should include information within the 15 pages that supports the components of the proposal narrative as specified below. However, if there are additional materials and information, the applicant can include those as separate attachment(s). If so, the applicant should clearly reference these materials in the proposal narrative as separate attachments (with their distinct attachment "title") to ensure they are clearly made aware to DOJ and during the peer review process.

The main body of the proposal narrative should describe the proposed project in depth. The following sections must be included as part of the proposal narrative:

- Statement of the Problem/Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting the Data Required for this Solicitation's Performance Measures

**A. Statement of the Problem/Description of the Issue** — Evaluate the applicant's understanding of the program/issue to be addressed based within scope of the purpose area for which the applicant is applying.

- Described need to expand upon missing and unidentified human remains resources to achieve the goals and deliverables as described in this grant announcement.
- Demonstrated awareness of current gaps and challenges that specific entities may face when trying to combat missing and unidentified human remains.
- Demonstrated understanding of the multidisciplinary challenges involved with missing and unidentified human remains, and the impacts to the criminal justice system, victims, and families of the missing.

**B. Project Design and Implementation** — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables based within the scope of the purpose area for which the applicant is applying.

- Demonstrated awareness and competencies of the state of current DNA technologies, and other forensic technologies and their application to solving missing and unidentified human remains.
- Provided description of the workflow of reporting into NCIC, and when possible, to law enforcement authorities throughout the applicant's jurisdiction regarding every deceased unidentified person, regardless of age.
- Provided description of how records pertaining to unidentified persons will be retained, until such person is identified.
- Provided description of the workflow to collect and report information to NamUs.
- Provided description of the type of analyses and processes to be performed (for example: DNA testing, fingerprint, etc.) on unidentified human remains and/or family reference samples.
- Described implementation of a working commitment with any applicable agency that is not the lead applicant (e.g., NamUs, medical examiner/coroner, local law enforcement) to address the deliverables of the grant (if applicable).
- **For Purpose Area 1 Only:** Demonstrated establishment of multidisciplinary teams to evaluate identification strategies. Does the proposal include a discussion of subject matter expertise necessary to effectively identify missing persons and unidentified human remains and establish case prioritization plans?
- Provided description of the processes to be used to review and enter DNA data into the FBI's CODIS, including the name(s) of the entities that will review and enter data. Are appropriate written

agreements between entities in place and included with the application?

- **For Purpose Area 3 Only:** Demonstrated an outreach approach to assess and support the needs of small, rural, and/or tribal entities to report, transport, process, and identify missing persons and unidentified human remains.
- If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

**C. Capabilities and Competencies** — Evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives based within scope of the purpose area for which the applicant is applying.

- Described the capabilities and competencies of the staff (all individuals that will be significantly involved in substantive aspects of the proposal) assigned to address the challenges as outlined under “Statement of the Problem” and “Project Design” above.
- Demonstrated ability and experience of the applicant organization to manage the efforts of the project.
- Demonstrated the qualifications and experience, subject expertise, and management competencies of each proposed formal partner organization.
- If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**D. Plan for Collecting the Data Required for this Solicitation’s Performance Measures** — Evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.

- Demonstrated plan for collection of the performance measure data as described in the solicitation.

**NOTE:** Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/funding/performance-measures/missing-unidentified-human-remains-measures.pdf>.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

**E. Budget** — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

- Demonstrated alignment of the proposed budget with proposed activities for the entire project period, that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Demonstrated effort to maximize cost effectiveness of grant expenditures.

- Demonstrated use of existing resources and overall cost effectiveness in relation to the objectives of the project.
- Provided budget detail breakdown and associated narrative of how any proposed subrecipient(s) plans to use the funds.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the MUHR Program goals, objectives, and deliverables in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the “Capabilities and Competencies” section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must

demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **List of Key Personnel**

- Organizational Chart — of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes.
- Position Descriptions and Résumés — curriculum vitae, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Résumés.”
- List (to the extent known) of All Proposed Project Staff Members — including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled “Proposed Project Staff.”

#### **Timeline**

- Proposed project timeline and expected milestones.
- Attach this as a separate PDF file titled “Project Timeline”

#### **Letters of Commitment**

Applicants under all purpose areas must submit signed letters of commitment from the agency or agencies that possess unidentified missing persons and/or unidentified human remains, the crime laboratory that provides DNA services to the applicant agency (even if outsourcing to a private lab), the law enforcement agency (if collecting family reference samples), the medical examiner/coroner as applicable, or other agency whose participation will be required to successfully implement the project under this program, stating their commitment to the project as presented in the application.

The letters must be included in the application to be considered for funding. Applicants must ensure that the signed letter of commitment, memorandum of understanding, or other mutually signed documents that clearly state the involvement and commitment between their agency and state/local laboratory include basic annual deliverables from the lab under the MUHR Program grant. These might include but are not limited to the following: number of technical reviews and CODIS uploads per year of outsourced cases/DNA samples, and number of missing persons/family reference samples to be tested per year. Attach this as a separate PDF file titled “Letters of Commitment.”

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Potential Environmental Impact Coversheet and Checklist — National Environmental Policy Act (NEPA)**

Each applicant is to submit a BJA Programmatic Cover Sheet and Checklist with its application to assist BJA in assessing the potential environmental impacts of the activities proposed for funding by the applicant. Specifically, the applicant is expected to:

- Carefully read the [Programmatic Environmental Assessment](#).
- Complete the [Cover Sheet and the attached Programmatic Checklist](#).
- Attach the completed documents to the grant application.

The applicant should also submit a Cover Sheet and BJA Programmatic Checklist for any organization identified in the budget worksheet that will receive grant funds through a subaward or procurement contract to perform any of the following activities: new construction or renovations that change the basic prior use of a facility or significantly change the size, research and/or technology development that could be expected to have an effect on the environment, or implementation of programs involving the use of chemicals. For more information about NEPA and BJA's NEPA Process, please go to <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 PM ET on August 26, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on August 29, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline.

**NOTE:** If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (15 percent) — Evaluate the applicant’s understanding of the program/issue to be addressed. See the “Statement of the Problem/Description of the Issue” section for more information.
- Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. See the “Project Design and Implementation” section for more information.

- Capabilities and Competencies (30 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. See the “Capabilities and Competencies” section for more information.
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent) — Evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data. See the “Plan for Collecting the Data Required for this Solicitation’s Performance Measures” section for more information.
- Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). See the “Budget” section for more information.

**b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, available funding, past performance, strategic priorities (specifically including, but not limited to, those mentioned above), and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

**Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

**Federal Award Administration Information**

**Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

**Administrative, National Policy, and Other Legal Requirements**



If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

#### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

#### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required Reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

#### **Other Information**

##### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

##### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

#### **Application Checklist**

##### **FY 2022 BJA Missing and Unidentified Human Remains Program**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

##### **What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

- Confirm your Entity’s [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*



- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID (O-BJA-2022-171404)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

**Overview of Post-Award Legal Requirements:**

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of
  - Purpose Area 1: Statewide Agencies = \$500,000–\$1,000,000
  - Purpose Area 2: Counties and/or Units of Local Government = \$100,000–\$500,000
  - Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities = \$1,000,000

**Review Eligibility Requirement:**

- States
- Units of local government
- Accredited, publicly funded Combined DNA Index System (commonly known as CODIS) forensic laboratories
- Medical examiner offices
- Accredited, publicly funded toxicology laboratories
- Accredited, publicly funded crime laboratories
- Publicly funded university forensic anthropology laboratories
- Nonprofit organizations that have working collaborative agreements with state and county forensic offices — including medical examiners, coroners, and justices of the peace — for entry of data into CODIS or NamUs or both

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov

- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or if error notifications are received:*

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- List of Key Personnel
- Timeline
- Letters of Commitment
- Potential Environmental Impact Coversheet and Checklist — National Environmental Policy Act (NEPA)
- Tribal Authorizing Resolution (if applicable)(see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.